

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-60**

**SUBJECT:
Political Assistant, FSN-8 (Basrah) -2 Positions**

**DATE:
4-11-11**

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Political Assistant, FSN-8; FP-6*

OPENING DATE: April 11, 2011

CLOSING DATE: April 25, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)
(Position Grade: FP-6).

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

U.S. Consulate in Basrah is seeking individuals to fill the position of **Political Assistant** in the **Basrah Political Section**.

BASIC FUNCTION OF THE POSITION

The Political Assistant maintains contacts with appropriate government officials and private parties in the areas of governance, security, democratization, human rights, civil society, minorities' right, and the provincial economies. Is responsible for seeking out new contacts in these areas in what can be described as a fluid environment, where contacts, old and new, may be reluctant to liaise with USG staff. Performs a variety of duties related to information gathering, research, and reporting on political, security, and civil society issues that have strong impact on U.S. interests. Serves as the principal interpreter for the Political Officer, provide written translation assistance as required, and receives guidance from the Political Officer, or in his/her absence, from the Team Leader.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. One to two years College education in Political Science, International Relation, History, International Law, or other closely related field is required.
2. One year of experience in social science research and analysis, newspaper reporting of political matters, university teaching, or closely related field is required.
3. Level IV (Fluent)-Reading/Speaking/Writing English and Level IV-(Fluent) Reading/Speaking/Writing in Arabic required. **(English Language will be tested)**
4. Must possess a good working knowledge of Iraqi society and political structure and processes, as well as of local Basrawi society and political and economic systems, including tribal systems, political figures, legislation, values, traditions, and history.
5. Ability to develop, maintain, and expand an extensive range of high-level contacts; ability to identify the impact of political and social developments on U.S. interests; ability to organize, and execute complex research projects and to prepare accurate and precise factual and analytical reports related to the USG and GOI policies and procedures.
6. Office computer skills including MS Word, MS Excel, and MS Outlook are required, as well as excellent interpersonal and communication skills. Incumbent must be able to work in a team, respond professionally, courteously, and competently to both internal and external customers, and must demonstrate sensitivity to status, protocol, and chain of command.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadHR@state.gov.

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://iraq.usembassy.gov/media/2010-current-pdfs/uae-and-instructions.pdf>

E-mails received without the appropriate subject line will not be considered. Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: -11-60- Political Assistant, (Basrah).

The Universal Application form is also available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

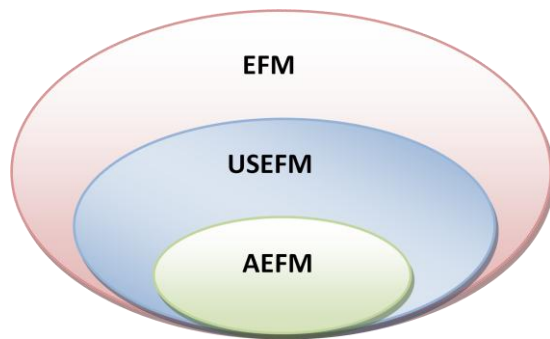
CLOSING DATE FOR THIS POSITION: APRIL 25, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/SC
Cleared : S/MO/JW
Drafted : HRA/MM

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire

Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers

- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

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30% of time

Develop and maintain a purposeful and productive relationship as well as the current list of contact information (name, position, telephone number, and e-mail address) for: (1) members of the Basrah Representatives to the Council of Representatives; (2) members of the Basrah Provincial Council; (3) members of the Basrah Districts (Qad'a) and Sub-Districts (Nahyia); (4) prominent sheikhs and clerics; and (5) other contacts as designated by the Political Officer. Prepare factual and analytical reports on key developments in the Basrah political and social spheres, including those relating to political developments and decisions, based on information obtained from senior-level government and business contacts.

20% of time

Serve as an interpreter during engagements between Political Officer (and/or other PRT Team members as needed) and members of the Iraqi government, Iraqi business community, sheikhs, clerics, and civil community. The translations are expected to be direct and accurate without the injection of personal beliefs, biases, or prejudices.

20% of time

Provide background information and advice on political issues for PRT staff and visiting officials and provide cultural advice as solicited from co-workers. On a daily basis, monitor Arabic news sources (print, internet, radio, and television) for information pertinent to the PRT. From these news sources, prepare for review by the Political Officer, a weekly report of key structural information for transmittal to Embassy and Washington

10% of time

Provide translation of documents – Arabic to English and English to Arabic – as required. Translations must be factually and grammatically correct. Should be able to consider the variety of sources, cross-checking when appropriate, reorganize information logically to maximize its practical utility, and recognize when additional information is required and respond accordingly.

10% of time

Schedule meetings with Iraqi officials as directed by the Political Officer. Coordinate the scheduling on daily basis with the Team Leader's Cultural Adviser. Make telephone calls to pass and receive information from Iraqi officials as directed by the Political Officer.

5% of time

Provide written reports on spot incidents and breaking reports when directed by the Political Officer. Work on specific projects as assigned by the Political Officer. Participate in the weekly reporting planning meetings as organized by the Political Officer.

5% of time

Provide support to other sections within the PRT as coordinated through and with the concurrence of the Political Officer.